



# AuSable Valley Community Mental Health Authority

Joseph Stone, Board Chairperson  
Diane C. Pelts, M.A., Chief Executive Officer

## BOARD MEETING MINUTES

Monday, July 27, 2020

6:00 p.m., St. Vincent's Annex

### 1. CONVENE

#### a. Call to Order

The regularly scheduled meeting of the AuSable Valley Community Mental Health Authority Board was held on Monday, July 27, 2020 at the St. Vincent Annex in West Branch. Chairperson Joe Stone called the meeting to order at 6:00 p.m. In alignment with the suspension of the Open Meeting Act requirements by Governor Whitmer on March 19, 2020 as a result of COVID-19, the public was invited to participate via conference call as social distancing was only able to be accomplished for board members.

#### b. Roll Call

**Board members physically present:** Al Evans, D. Jay O'Farrell, Angela Torrez, Patti Casey, Jill Gould, Joe Stone, Gary Klacking, Rose Walsh, Mike Welsch, and Bonnie Lixey

**Board members present via conference call:** Chuck Varner and Roberta Roulo

**Board members excused:** None.

**Board members absent:** None

**Staff present:** Diane Pelts, Teresa Tokarczyk, and Joseph Chrivia

**Staff present via conference call:** Tina Cook, Trish Otremba, Hollie McDonald, and Erinn Trask

**Staff absent:** None

**Guests:** None

A quorum was present.

#### c. Approval of June 22, 2020 Minutes

It was moved by Mr. Welsch and second by Mr. O'Farrell to approve the minutes of the June 22, 2020 Board meeting as presented. All ayes, motion passed.

#### d. Approval of Agenda

It was moved by Ms. Walsh and second by Ms. Torrez to approve the agenda as presented. All ayes, motion passed.

ADMINISTRATIVE  
OFFICE:  
P.O. Box 310  
1199 W. Harris Ave.  
Tawas City, MI 48764  
(989) 362-8636  
FAX (989) 362-7800

P.O. Box 148  
42 N. Mt. Tom Rd.  
Mio, MI 48647  
(989) 826-3208  
FAX (989) 826-6779

5671 Skeel Rd  
Suite 6  
Oscoda, MI 48750  
(989) 747-3036  
FAX (989) 747-3037

P.O. Box 218  
5805 Cedar Lake Rd.  
Oscoda, MI 48750  
(989) 739-1469  
FAX (989) 739-9901

511 Griffin  
West Branch, MI 48661  
(989) 345-5571  
FAX (989) 345-4111

Please visit us at: [www.avcmh.org](http://www.avcmh.org)



**e. Correspondence**

Ms. Pelts stated there is a copy of the Agency Newsletter in each member's packet. The Board stated their appreciation for the Newsletter and said it is a good publication.

**f. Announcements**

There were no announcements.

**g. Legislative Updates**

Ms. Pelts said she included two documents into this section for the Board's review.

The first details the budget shortfalls across the State. It discussed how counties and other municipalities will struggle to stay financially stable.

The second is Executive Order extending remote public meetings.

**h. Public Comments – None.**

**2. BOARD EDUCATION –**

Board education was cancelled this month.

**3. REPORTS**

**a. Chairman**

Nothing to report.

**b. Board Association**

Mr. Stone stated the Fall Conference is still scheduled at this time. He said he is taking a "wait and see" approach to determine if it will still happen.

**c. NMRE**

Mr. Stone said their meetings still occur in person with proper social distancing.

**d. Chief Executive Officer's Report**

Ms. Pelts stated today is her first day returning to work. She said the last two weeks have been very difficult and wanted to thank the Board, the leadership team, and the executive assistants, Joe Chrivia and Cheryl Bronson, who have stepped in and handled Agency business in her absence. She said she is very appreciative of the support and kindness shown. She referenced the seamless transition of duties as Ms. Tokarczyk assumed the CEO responsibilities and her Clinical Service Directors assumed hers. Ms. Pelts said she feels

fortunate to be part of this organization and admired how everyone comes together in times of need and covers for one another.

Ms. Pelts said the entire ordeal made her think about succession planning. The Agency has procedures for this, but it is time for them to be reviewed and updated. Thought must be given not just to leadership roles but also to middle management, identifying internal staff for mentoring and skill enhancements for possible eventual promotions. She said she will be reviewing roles and functions to ensure redundancy throughout the Agency.

Ms. Walsh and Ms. Roulo expressed their condolences to Ms. Pelts for her loss.

Mr. Stone commented it is nice to know staff is able to step up and handle unforeseen situations and thanked Ms. Tokarczyk for her assistance leading the agency during the past two weeks.

#### **e. Committee**

##### **(1) Personnel – July 6, 2020**

Committee Chair Mike Welsch read the Committee meeting minutes.

There were no motions which required Board action.

##### **(2) Building – July 9, 2020**

Committee Chair Al Evans read the Committee meeting minutes.

There were no motions that required Board action.

##### **(3) Program – July 9, 2020**

Committee Chair Patti Casey read the Committee meeting minutes.

There were no motions that required Board action.

##### **(4) Executive and Finance – July 21, 2020**

Committee Chair Gary Klacking read the Committee meeting minutes.

It was moved by Mr. Klacking and second by Mr. Evans to accept the May 2020 financial statements as presented. All ayes; motion passed.

Mr. Stone suggested tabling the proposed Staff Appreciation Incentive discussion for further review.

It was moved by Mr. Klacking and second by Ms. Casey to accept the FY2019 Compliance Report. All ayes; motion passed.

It was moved by Mr. Klacking and second by Ms. Torrez to approve the Advance Payment Policy as proposed. All ayes; motion passed.

It was moved by Mr. Klacking and second by Ms. Lixey to approve the AvidXchange proposal to purchase an automated accounts payable program for a cost of approximately \$4,300 per year. Motion passed 11-1 (Mr. O'Farrell dissented).

Mr. Stone commented on the anticipated flat budget for FY21 stating two CMHs in the region are pushing money from this year into retention and recruitment. AuSable Valley needs to explore every avenue to find money to add to staff salaries where possible.

#### **(5) Recipient Rights Advisory – July 14, 2020**

Committee Chair Rose Walsh read the Committee meeting minutes.

There were no motions that required Board action.

#### **(6) Recipient Rights Appeal – July 14, 2020**

Committee Chair Rose Walsh read the Committee meeting minutes.

There were no motions that required Board action.

#### **4. OLD BUSINESS – None.**

#### **5. NEW BUSINESS – None.**

#### **6. COMMENTS**

**a. Board** – Ms. Roulo thanked the Board for the flowers she received while hospitalized. She said she hopes she is able to attend in person next month.

**b. Public** – None.

#### **7. MEETING DATES**

##### **a. Board**

(1) Monday, August 24, 2020; 6:00 p.m.; St. Vincent's Annex

##### **b. Committees**

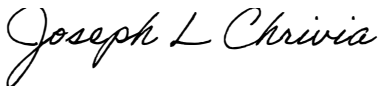
(1) Personnel – Monday, August 3, 2020; 4:30 p.m.; St. Vincent's Annex

- (2) Building – Thursday, August 13, 2020; 3:00 p.m.; St. Vincent's Annex
- (3) Program – Thursday, August 13, 2020; 4:00 p.m.; St. Vincent's Annex
- (4) Executive & Finance – Tuesday, August 18, 2020; 4:30 p.m.; St. Vincent's Annex
- (5) Recipient Rights Advisory – No meeting scheduled
- (6) Recipient Rights Appeal – No meeting scheduled

## **8. ADJOURN**

It was moved by Mr. Welsch and second by Ms. Lixey to adjourn the meeting at 6:35 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Joseph L. Chrivia". The signature is written in a cursive, flowing style.

Joseph L. Chrivia  
Board Secretary